

I C S E W

INTERAGENCY COMMITTEE OF STATE EMPLOYED WOMEN



Let's Communicate!

Communications Subcommittee

General Membership Meeting

November 27, 2012

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INTERAGENCY COMMITTEE OF STATE EMPLOYED WOMEN

Communications Subcommittee:

Tammy Risner – Chair

Teresa Reno – Co-chair and webmaster

Anna Gill – Chief Editor

Cindy Blakley



Tammy Risner



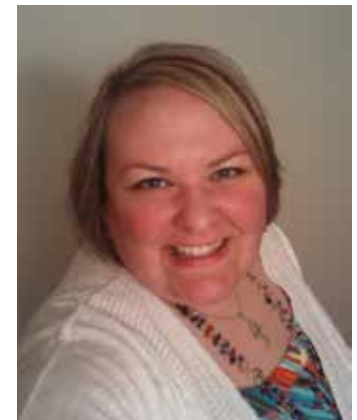
Teresa Reno

Today's focus:

- Writing for the InterAct
- AP Style Guide Standards
- Website walk-through



Anna Gill



Cindy Blakley

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Writing for the InterAct

- Must submit one article per term
- Don't worry if you aren't a strong writer
- Outside sources must be acknowledged

What to write about?

- Personal experience
- Passion or hobby

Remember

- Keep topics neutral and non-bias



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Agency in the Spotlight - Washington State Criminal Justice Training Commission

By the Staff Writers, Washington State Criminal Justice Training Commission

The Washington State Criminal Justice Training Commission (WSCJTC) enhances public safety providing education and training for law enforcement, corrections and other public safety professionals in Washington. The main campus is located in Burien, just south of Seattle-Tacoma International Airport on 12 acres of land that includes nine buildings, a contracted cafeteria, and dorm-style housing for qualified participants. The easy access to the greater Seattle metro area, as well as commuter and airport access, makes the Burien location a favorite place to hold state, county, and city meetings/conferences. The facility is also used as a training and recovery site for agencies conducting interdiction in military terms referring to the act of delaying, disrupting or destroying enemy forces or supplies and large scale criminal justice operations.

Not to be confused with the Washington State Patrol Academy located in Shelton, the WSCJTC provides training to all types of criminal justice entities and is similar to a Peace Officer Standards and Training (POST) academy in other states. The WSCJTC is overseen by a four-member commission appointed by the Governor, which includes the Attorney General, the Chief of the State Patrol, various police chiefs, sheriffs, and others in the criminal justice field.

As the main criminal justice training entity in the state, the WSCJTC administers and manages some two hundred statewide programs. Some of the more notable programs are:

- The Basic Law Enforcement Academy (BLEA)
- Correction Officers Academy (COA)
- Telecommunications (911)
- Juvenile services and corrections academies
- School safety and security
- Peace Officer Certification

The WSCJTC also partners with several regional sites throughout the state to deliver courses such as the City of Spokane, Spokane and Blaine Counties, and the Coalition of Small Police Agencies to name a few. As a further service to its customers, the WSCJTC hosts courses conducted by the FBI, DEA, Maricopa's Office, and Department of Homeland Security to aid in the skills and knowledge of public safety professionals.

WSCJTC staff contributes to the overall safety of Washington by acting as a liaison and point-through for several quasi-state agencies such as the Washington Association of Sheriffs and Police Chiefs (WASPC), Washington Association of Prosecuting Attorneys (WAPA), Washington Association of County Officials (WACO), and the Governor's Office.

This year ICSEW invited two WSCJTC employees Sue Rohr and Lieutenant Rachelle Heinzen to be Keynote Speakers for the Olympia and Spokane Leadership Conferences.

Lieutenant Rachelle Heinzen - Spokane Keynote



Lieutenant Heinzen has been assigned to the Washington State Criminal Justice Center for more than two years. She is currently the Assistant Commander of the Basic Law Enforcement Academy.

Sue Rohr - Olympia Keynote



Sue Rohr was the Sheriff of King County from 2005-2012. She was responsible for more than 1,300 employees, a \$159 million budget, and provided contract services to 12 cities and transit policing for the Seattle/Tukey Sound region.

Benefits of Gardening

By Denise Ross, Washington Health Care Facilities Authority

In 2010, my desire to start my own garden in our backyard developed as it became more of a priority for my family to eat healthier. In addition, the cost of fresh fruits and vegetables at the grocery store were increasing and our budget was becoming tighter as the economy became worse. I had never gardened before, so I knew I was going to need some kind of mentorship or I would possibly give up out of frustration or for just being clueless. I contacted Garden-Raised Bounty (GRB), a non-profit organization in Olympia dedicated to empowering people to grow their own food, and they helped me get started being successful with gardening. GRB came out to my home and built three garden beds with compost dirt included. They provided me my first bag of seeds, educated me in my first steps, and came back out for a visit two months later to give me more tips after some of my first mistakes started popping up. I ended up building a fourth raised garden bed on my own because I didn't have enough space to grow everything I wanted.

The benefits of gardening are truly rich. Here are just a few I've come to know from my experience:

1. We've saved more than \$100 a month in produce alone on our grocery bill. Some families with several raised bed gardens are saving even more, but we only have four beds at this time.
2. It's a great family activity. My kids have their own garden beds and grow the

fruits and vegetables they like. They're excited to water it every day and eat the fruits right off the vine. We've now established good eating habits



of having at least three to five servings of vegetables and fruits a day. The recipes we cook are based on what vegetables need harvesting at that time and we include them in every way we can for meals.

3. Better health. We've noticed a huge change in our health, energy and a new sense of pride in eating the fruits of our labor. Gardening also can feed the mind as well as the body. Working out in my garden has become my hobby and stress reliever. I enjoy taking care of it and look forward to seeing the dramatic change over night of what's growing in the garden.



4. Gardening can be inexpensive. Getting the garden started can be an investment. It's about \$25 per raised bed box to get four pieces of wood, nails and dirt, but it's fairly easy to find from there with the pocket book. The only financial maintenance you'll have is new compost dirt every other year (unless you make your own with food scraps) and seeds (usually \$1.50 a pack). Some gardeners don't even use seed starters. Their garden is a pile of dirt on the ground.

5. Gardening doesn't have to be time consuming. My garden needs to be watered each day unless it's rained. I set time every weekend to weed and pull growing grass from the garden as well as picking the harvest. Our harvest is all organic, so we use no pesticides in spray.

I didn't realize how much I would love gardening until I jumped in and embraced it. It started out with a way to spend my day and not be bored, but it's become a part of our daily lives and we're already making plans to expand it next summer.

For more information about gardening and how to start your own, visit GRB.org/GRB.org.

Homelessness Happens

By Janet Ross, Washington State School for the Blind

When my daughter Any informed me she was going to do her senior project on the effects of drug and alcohol, I thought, "what a good choice!" However, when it came time to fulfill her volunteer/community service hours relating to her senior project, it became a challenge.

Like most teenagers, I was having a difficult time getting Any to meet her deadlines to complete her project. She was given several choices for her volunteer hours and decided she wanted to fulfill these at the Portland Family Services Solutions organization. Realizing this project was a bit overwhelming for her, I offered to volunteer with her.

Any and I signed up for four different volunteering opportunities (totaling 30 hours). The first was Afternoon Hosts. We located the Goose Hollow Family Shelter and got there just in time.

Our duties consisted of hanging out with the families in the family room, entertaining the kids (i.e. give the parents a break), helping with the younger kids, coloring the school-aged kids' homework, prepare snacks, clean and put dishes away, and just simply be there for the families. The kids were so incredibly affectionate, which made this particular shift very gratifying.

The second volunteer opportunity we signed up for was called Overnight Hosts. This shift requires volunteers to be on duty from 7:30 p.m. until 7:30 a.m. the next morning. Any and I set up our beds,



which consisted of two mats and sleeping bags on the gymnasium floor. We were responsible for helping clean up after dinner, prepare the pods for the families to



sleep in, get the bedding out, supervise the laundry area, secure the building at 10 p.m., and then



assistants finding public aid, help finding a job, and help locating a place to live. There were families with one child up to a family with four children. All of these belongings were in a locker, no bigger than what I remember having back in high school. Their situation for needing temporary shelter varied from domestic violence, to moving to the Portland area hoping to find employment. In addition, to losing a job they had for 30 years.

I cannot express or accurately put into words what this experience meant to both Any and I. I remember getting into my car after my first shift, thinking "this is my car, I am going back to my home and making dinner for my family in my kitchen and then I get to go to my bed at night." I couldn't help but think of all the things I take for granted every day. I feel so fortunate to have the job I have, to have an awesome support system in my friends and family, and to know they are there should I ever need them.

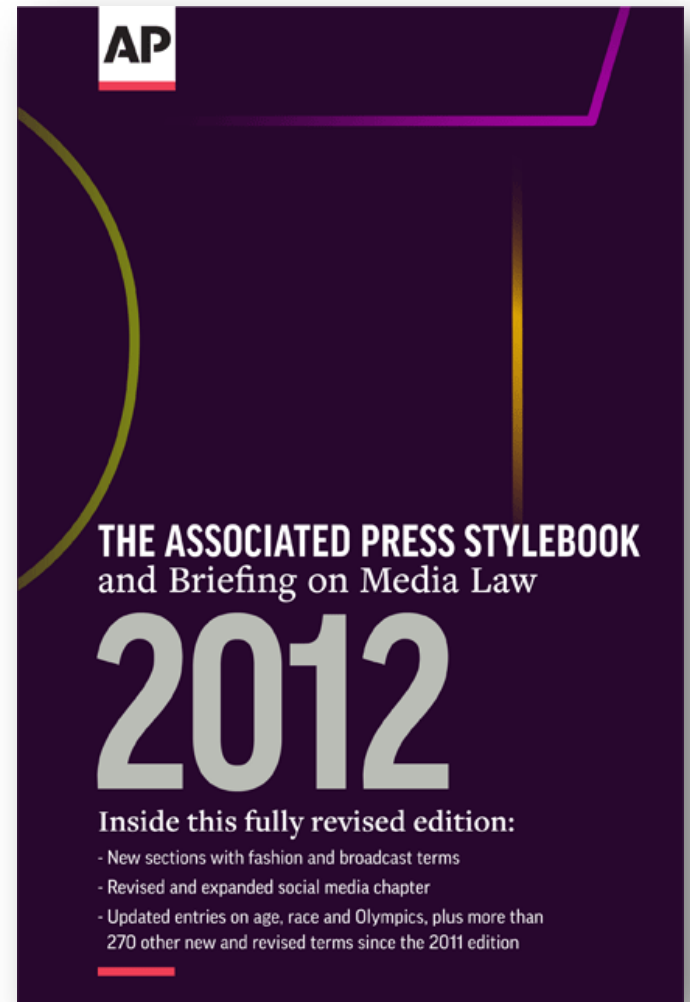
When Any presented her final project to a panel of judges, they asked her what she took back from this experience; her response, "Homelessness Happens." We are all so very fortunate to have what we have.

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The AP Stylebook is a writing style guide for journalists, writers, editors, students and professionals. It is published and updated annually to reflect changes in writing style and new guidelines.

Provides fundamental guidelines for spelling, language, punctuation, usage and journalistic style. It is the definitive resource for journalists.





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Why use the AP Stylebook?

- Most Associated Press style guidelines are similar to guidelines in other respected writing guides and commonly accepted writing rules and standards.
- The Associated Press Stylebook has an easy-to-use format.
- The AP Stylebook concisely covers the most commonly asked writing questions. For example, the AP Stylebook has less than two pages on using commas. The comprehensive Gregg Reference Manual covers commas in 30 pages, and the Chicago Manual of Style covers commas in 11 pages.
- Because most newspapers follow AP style, many readers are familiar with writing that follows AP style.

Dates

- a.) January 8
- b.) January 8th
- c.) Jan. 8 ←
- d.) Jan. 8th

When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec.

Do not use *st*, *nd*, *rd* or *th*.

Example: *Anna's baby is due Jan. 20.*

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- a.) August 2012 ←
- b.) Aug. 2012
- c.) Aug., 2012
- d.) August, 2012

Spell out when using alone, or with a year only.

Example: *August 2012 was a very dry month.*

One more. . .

a.) Tues. Jan. 15, 2013

b.) Tuesday, January 15, 2013

c.) Tuesday, Jan. 15, 2013 ←

d.) Tuesday, January, 15, 2013

When a phrase refers to a month, day and year, set off the year with commas.

Example: *The next general membership meeting will be Tuesday, Jan. 15, 2013.*

Time

a.) 8:00 a.m.

b.) 8:00 am

c.) 8 AM

d.) 8 a.m. ←

Avoid such redundancies as *10 a.m. this morning*.

For 12 p.m. and 12 a.m. use noon and midnight.

Example: *The meeting begins at 8 a.m.*

Numbers

- a.) Eight, 12 ←
- b.) 8, 12
- c.) Eight, Twelve

Spell out whole numbers below 10, use figures for 10 and above.

Example: *They had 10 dogs, six cats and 97 hamsters.*

Spell out a numeral at the beginning of a sentence. If necessary, reword the sentence.

Exception: If the sentence begins with a year.

Example: *1976 was a very good year.*

Spell out casual uses.

Example: *A thousand times no! or Thanks a million.*

Fractions, Decimals and Percent

a.) two-thirds ←

b.) two thirds

c.) 2/3

a.) .03 meter

b.) 0.03 meter ←

c.) .029 meters

Spell out amounts less than 1 using hyphens between the words.

Decimalization should not exceed two places unless there are special circumstances.

For amounts less than one, use the numeral zero before the decimal point.

Use a numeral and spell out percent for whole numbers.

Example: *She said 50 percent of the members were there.*

Dollars and Cents

a.) 15 dollars

b.) \$15.00

c.) \$15 ←

a.) 8 cents ←

b.) .08 cents

c.) \$.08

Use the \$ sign in all except casual references or without a figure.

Examples: *The book cost \$4. Dad, please give me a dollar.*

For amounts more than \$1 million, use up to two decimal places.

Examples: *He is worth \$4.35 million dollars. He is worth exactly \$4,351,242*

Spell out the word *cents*, using numerals for amounts less than a dollar.

Use the \$ sign and decimal system for larger amounts.

Example: \$1.01, \$2.50

Government

a.) State of Washington

b.) state of Washington ←

a.) Washington State

Washington State is the name of a university in the state of Washington

b.) Washington state ←

Lowercase in all *state of* constructions. Apply the same principle to phrases such as the *city of Seattle*, *the town of Rainier* etc.

Do not capitalize state when used simply as an adjective to specify a level of jurisdiction.

Example: *state funds*, *state Rep. Sam Hunt*, *state Utilities and Transportation Commission*, *Washington State Treasurer*

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a.) Thurston County ←

b.) Thurston county

a.) Thurston and Lewis Counties

b.) Thurston and Lewis counties ←

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a.) Federal Government

b.) federal government ←

c.) Federal government

a.) Legislature ←

b.) legislature

Titles

- a.) The *president* issued a statement. ←
- b.) The *President* issued a statement.
- a.) Our president, Barack Obama gave a speech. ↙
- b.) I was there when President Barack Obama gave a speech. ←

Abbreviate the following before a name:

Dr., Gov., Lt. Gov., Rep., Sen.

Internet

a.) Web site

b.) website ←

c.) Website

a.) Email

b.) email ←

c.) e-mail

d.) E-mail

*Note: webcam, webcast and webmaster are one word. But, Web, Web page and Web feed are two with the first word capitalized.

Punctuation

Quotation Marks:

- 1.) The period (.) and comma (,) *always* go within the quotation marks.
- 2.) The dash(-), the semicolon (;), the question mark (?) and the exclamation point (!) go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.

Commas in a series:

1.) Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series.

ex. *The flag is red, white and blue.*

2.) Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction.

ex. *I had orange juice, toast, and ham and eggs for breakfast.*

3.) Use a comma also before concluding conjunction in a complex series or phrase.

ex. The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.

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ICSEW Homepage



The screenshot shows the ICSEW homepage with a blue and white color scheme. The header features the ICSEW logo and the tagline "To better the lives of state employed women". A navigation bar includes links for About, Subcommittees, Meetings, Events, Get Involved, Blog, and LISTSERV. Below the navigation bar is a banner with four images: a group of people, a group of people, a group of people, and a group of people. The main content area includes a "Welcome to ICSEW!" message, a "WHAT'S HAPPENING:" section with two bullet points, and a "WHAT'S NEW" section with five links: FAQs, In the News, Training, Resources, and Contact Us. The footer contains a list of links: Contact Us, LISTSERV, Access Washington, Governor's Office, Webmaster, and Resources.

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"To better the lives of state employed women"

About Subcommittees Meetings Events Get Involved Blog LISTSERV

Welcome to ICSEW!

WHAT'S HAPPENING:

- [General Membership Meeting](#) - November 27, 2012 - [Office of the Insurance Commissioner](#)
- November is National Sleep Deprivation, Diabetes, Lung Cancer Awareness and more Month...[Read more](#)

WHAT'S NEW

[FAQs](#) [In the News](#) [Training](#) [Resources](#) [Contact Us](#)

Contact Us | LISTSERV | Access Washington | Governor's Office | Webmaster | Resources

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Questions?